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31 October 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

STAT

FROM:

[Redacted]

Acting Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 27 October 1988

1. The ILSP Working Group Meeting was held at 1000 hours on 27 October 1988. The following representatives were present:

STAT

[Redacted]

DA Representative
OS Representative
ILSP
DCI Admin/ADP
FMG/SPD/HCB
DCI/OGC
DCI/LOG
DCI/OIG
OSWR/Admin
OSWR/Admin
OIT/SI
OMS Representative
OIT/NBP
DO Representative
DI/LOG
FMG/HD/LOGS
ILSP
ILSP

STAT

[Redacted]

[Redacted]

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Attached is a copy of the meeting agenda (Attachment 1).

2. The minutes of the previous meeting were approved without comment.

STAT 3. [] distributed OL Headquarters Logistics Notes [] dated 28 June 1988 (Attachment 2) that includes a definition of the ratio of safes to conserv-a-files. The definition can be used by components for planning purposes.

STAT 4. Components are requested to submit a 2420 in the amount of \$2,000 to \$5,000, dependent upon the size of the component, to cover Allied work subsequent to a move for hanging pictures, providing hangers, and other miscellaneous activities that are not identified in the components 100% drawings. The blanket authorization is much more convenient than individual 2420s for each work item and will expedite the successful completion of component moves. Unused funds will be returned to issuing components. [] STAT [] requested a clarification of FMG policy on this subject.

NOTE: Following the ILSP Working Group meeting, FMG clarified its request for blanket funds for miscellaneous move work by Allied. OL will pay for work specified in the 100% component drawings and miscellaneous work identified by components prior to a move. It will also pay for any other miscellaneous work (such as hanging pictures or plants) if the component is willing to wait 30-60 days after the move. The blanket fund authorization covers the time in between the above two periods.

5. OL Topics

STAT A. [] briefed the status of the latest Completion Dates schedule (Attachment 3). He also introduced a new Gantt Chart that presents baseline and working move dates by components (Attachment 4). Some delays have been encountered with OL and OS planning. All of the South Tower 100% drawings must be completed by 10 November 1988 to insure completion of wiring by June 1989. OSO will be the next component to be moved. They will move on 10 November 1988 and will have a pre-move meeting next week. Other moves are on schedule through March 1989.

There will be a delay on the completion of the OMS gym due to delivery of special floor covering.

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- B. [] briefed on the Fit-up and Survey work in the NHB (Attachment 5). OTE classrooms and OMS gym are late due to materials deliveries and design changes. Other construction and design work is proceeding on schedule.

STAT

- C. [] presented the status of Carpet, Partition and Furniture installations and schedules (Attachment 6). This work is on schedule and there are no problems.

- D. There were no new OL issues or concerns.

6. OIT Topics

STAT

- A. [] reported that all NHB wiring is on schedule, and there are no problems.
- B. The next computer relocation will be the unclassified SAFE system on the Veterans Day weekend 10-11 November 1988.
- C. There were no new OIT issues or concerns.

7. OS Topics

STAT

- A. [] said that alarm work is on schedule.
- B. Classified documents have been found in areas vacated by component moves. Components are reminded to thoroughly search their areas for this type of material before they complete their moves.
- C. Components should contact OL directly to resolve sound attenuation problems within vaulted areas. Security should be contacted to resolve sound attenuation problems that affect perimeter and hallway walls.
- D. There were no other OS issues or concerns.

8. OMS Topics

- A. There were no OMS issues or concerns.

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9. General Issues or Concerns

STAT

- A. [] said that the phone survey statistics were accurate and phone installations are within the established guidelines.

STAT

- B. [] stated that OIG desired a weekend move. She also requested that ILSP look into concerns relating to sound attenuation between offices.

10. Open Action Item

STAT

ILSP-67 Resolve the number of safes that can be replaced by a conserv-a-file - Closed
- See Item 3 above.

[]
ILSP

11. The next ILSP Meeting is scheduled for 10 November 1988 at 1000 hours in 3E14, Headquarters.

STAT

Attachment:
a/s

Distribution:
a/s

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ATTACHMENT 1

ILSP WORKING GROUP
AGENDA
27 October 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

STAT

- Overview of ILSP Schedule

STAT

- Status of NHB Fit-up and Survey Work

STAT

- Carpet, Partition & Furniture Progress Report

- Issues/Concerns?

STAT

- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB

- Status of Computer Systems relocation

- Issues/Concerns?

STAT

- OS TOPICS

- Status of Alarm work in NHB

- Issues/Concerns?

STAT

- OMS TOPICS

- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?









- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 10 November 1988, 10:00 3E14 HQS

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7 Days Per Symbol Task Name	WBS Code	Schd Start	Schd Finish	Nov 88	Dec	Jan 89	Feb	Mar	Apr	May	Jun	Jul	Aug
MOVE Scheduled	NT-G-OL	11/01/88	11/10/88										
MOVE Scheduled	NT-2-OSO	11/10/88	< 11/25/88										
MOVE Scheduled	NT-1-OIT-U	11/17/88	11/23/88										
MOVE Scheduled	NT-2-OIT-H	12/02/88	< 12/06/88										
MOVE Scheduled	NT-4-OTE-30	12/02/88	12/05/88										
MOVE Scheduled	NT-4-OIT-66	01/03/89	01/05/89										
MOVE Scheduled	NT-4-OP	02/23/89	03/06/89										
MOVE Scheduled	NT-4-PPS/DO	04/07/89	04/20/89										

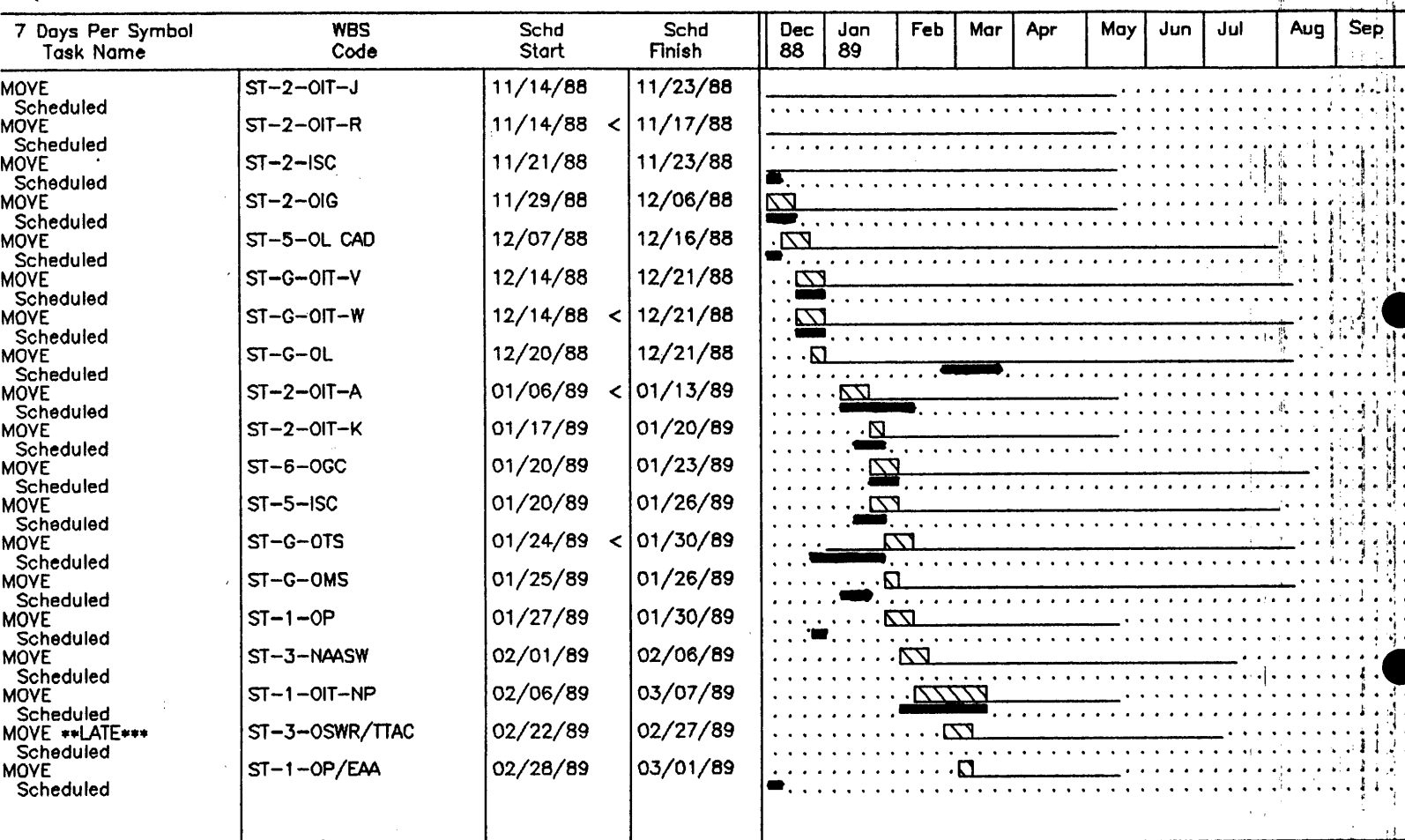


WORKING



BASELINE

ATTACHMENT 4



WORKING BASELINE

7 Days Per Symbol Task Name	WBS Code	Schd Start	Schd Finish	Mar 89	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MOVE Scheduled	ST-1-LOGS	03/10/89	03/13/89										
MOVE Scheduled	ST-2-REG	03/10/89	03/16/89										
MOVE Scheduled	ST-2-CIC	02/23/89	02/28/89										
MOVE Scheduled	ST-2-SE	04/13/89	05/10/89										
MOVE Scheduled	ST-1-SE	04/13/89	05/10/89										
MOVE Scheduled	ST-3-OIT-G	03/30/89	04/06/89										
MOVE**LATE** Scheduled	ST-3-OIT-L	03/30/89	04/06/89										
MOVE Scheduled	ST-3-OIT-F	04/11/89	04/19/89										
MOVE Scheduled	ST-G-OP	05/22/89	06/16/89										
MOVE Scheduled	ST-3-AF	05/23/89	06/01/89										
MOVE Scheduled	ST-4-OP	06/15/89	06/22/89										
MOVE Scheduled	ST-3-OP	06/20/89	07/03/89										
MOVE Scheduled	ST-5-OP	06/22/89	07/20/89										
MOVE Scheduled	ST-6-OL	07/05/89	08/01/89										
MOVE Scheduled	ST-5-OL FMG	07/05/89	08/01/89										
MOVE Scheduled	ST-4-OS	07/13/89	08/09/89										
MOVE Scheduled	ST-4-REG	07/13/89	08/09/89										
MOVE Scheduled	ST-G-OS	07/13/89	08/08/89										
MOVE Scheduled	ST-6-OF	08/02/89	08/15/89										

WORKING

BASELINE

FIT-UP WORK IN THE NEW HEADQUARTERS BUILDING

- * OTE RENOVATIONS DELAYED - MATERIAL DELIVERIES LATE - VARIOUS DUE DATES IN NOVEMBER AND DECEMBER
- * OMS - CONSTRUCTION BEHIND SCHEDULE - DUE 18 NOVEMBER - AWAITING DESIGN CHANGES AND SPECIAL FLOORING
- * AF - PREPARING CONSTRUCTION DOCUMENTS - DUE 18 NOVEMBER 1988
- * CIC - CONSTRUCTION ON SCHEDULE - DUE 1 NOVEMBER 1988
- * SE/DO - CONSTRUCTION ON SCHEDULE - DUE 8 NOVEMBER 1988
- * PPS/DO - CONSTRUCTION DOCUMENTS IN CONTRACT STAFF
- * OP - (4th FLOOR CENTRAL, NORTH TOWER)
CONSTRUCTION ON SCHEDULE - DUE 15 DECEMBER 1988
- * PREPARING DESIGN DOCUMENTS FOR BALANCE OF OP - DUE 28 OCTOBER
- * OS - BLOCK DIAGRAMS COMPLETE 21 OCTOBER - WORKING TOWARD 35% DRAWINGS

SURVEY WORK IN THE NEW HEADQUARTERS BUILDING

- * OL - REQUIREMENTS - WORKING
- * OF - ON HOLD

CARPET/PARTITION/FURNITURE INSTALLATION

DATE: 10-26-88

AREA	Location	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Workstations
To 290									
J+R	2SW	7 ← → 25							R - 11 J - 29
V+W	GR SE		17 ← → 10						V - 8 W - 13
A+K	A-2SW K-2SE			2 ← → 22					A - 92 K - 39
66	4 NW			16 ← → 30					66
N+P	1SW				6 ← → 4				N - 87 P - 24
F, G, L, F1	3CS						30 ← → 28		F - 69 G - 22 L - 51 F1 - 12
To 285									
OGC	6 SW			17 ← → 16					63
To 361									
OSO	2 NE		11 ← → 24						21
To 364									
AF	3SW				29 ← → 27				129
To 361									
TTAC	3X32		17 ← → 6						38
To 364									
NAASW	3X50								29

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AREA	Location	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Workstations
To 290									
ISC	2T21		5 ← → 19						4
ISC	5T47		11 ← → 1						9
									
OL/CAD	5X15			14 ↔ 18					No carpet/ Partitions Only
OL/ILSP	5T13		11 ↔ 13						
									
OP-Atrium	Atrium				2 ← → 17				
									
CL-Atrium	Atrium				27 ← → 3				
									
OTS	G. Core			15 ↔ 21					
									
OL/BSB				17 ← → 2					Partitions Only
									
OTE	4X42								2

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Significant events last 2 weeks -- since last ILSP meeting:

- (1) OIT areas J+R CorryHiebert (CH) partitions/furniture installed.
- (2) OSD CH partitions/furniture installed.
- (3) ISC, Rm. 2T21 carpeted -- CH partitions/furniture installed.
- (4) ILSP, Rm. 5T13 CH partitions installed.
- (5) ISC, Rm. 5T47 carpeted -- CH furniture installed.
- (6) OIT areas V+W carpeted.
- (7) TTAC/NAASW areas carpeted.
- (8) OTE, Rm. 4X42 carpeted -- CH furniture installed.